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6 March 1970

MEMORANDUM FOR: Executive Assistant to the
Director of Training

SUBJECT : Weekly Activities Report

1. On Monday of this week Mr. Raymond Chambers, head of the Crowell-Collier language school, and a vice-president of C-C visited the Language School. Their purpose was to re-open the question of the Language School using unused C-C space in the Rosslyn area. They presently have three floors consisting of 50,000 to 60,000 sq. ft. of empty space. We indicated that they would have to deal with Logistics and with GSA if they wished to renegotiate leasing this space. As we have stated earlier, we believe that the space being offered by C-C, since it is already configured as a language school, could be taken over with a minimum of change.

2. Col. Staszak of the Standardizations Office of the Army came to consult with us about the problems that would be involved in translating Defense Dept. Technical Manuals into Vietnamese. We discussed many of the difficulties involved and offered some suggestions for meeting them. There will probably be one or two more short meetings on this matter as things develop.

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3. [REDACTED] visited the Language Research Section of the Office of Education and acquired copies of several things that we may want to use in our courses. The feeling in that office is almost one of impending doom due to worries about fund cuts for future and ongoing projects.

4. We are continuing to experience difficulty with our video tape equipment. It has been sent to the Ampex service center on two previous occasions and both times when it was returned it appeared to work fine for a few recording sessions. However, then it would fail to record and the playback would be very erratic. The service manager asked us to bring the recorder back and he will give it a thorough going over since he is as unsatisfied with the equipment as we are.

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5. [REDACTED] working with our Testing Department has begun an intensive analysis of the language proficiency test system. He recently completed the first step, an analysis of over 3,000 reading tests. With the assistance of six girls from the clerical pool each test was analyzed for how test candidates selected individual items. [REDACTED] will analyze the results with the help of Psychological Services Staff and attempt to validate individual items of the test as well as the tests as a whole. The next step will be an attempt to validate the oral proficiency tests.

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6. Personnel Notes

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7. Language School Statistics

Students and Classes as of 6 March 1970:

Students

Full-time - 89
Part-time - 142 (28 BAHLT)
(58 Hqs.)

Classes

Full-time - 36
Part-time - 56 (6 BAHLT)
(13 Hqs.)

Laboratory hours for the week 23 - 27 February 1970:

Headquarters - 252
Language School - 55

Thirty-four proficiency tests were administered during the week
23 - 27 February 1970.

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Acting Chief, Language School

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